

## STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require State agencies to report the final results of the administrative review to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) requires the State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website no later than 30 days after the SA provides the final results of the administrative review to the SFA. The SA must also make a copy of the final administrative review report available to the public upon request.

**School Food Authority (SFA) Name:** *Westhope Public School*

**Date of Administrative Review:** 11/14/2019

**Date review results were provided to the SFA:** 11/14/2019

**Date review summary was publicly posted:** 11/22/2019

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The review summary must cover access and reimbursement (including eligibility and certification review results), an SFA's compliance with the meal patterns and the nutritional quality of school meals, the results of the review of the school nutrition environment (including food safety, local school wellness policy, and competitive foods), compliance related to civil rights, and general program participation. At a minimum, this would include the written notification of review findings provided to the SFAs Superintendent or equivalent as required at 7 CFR 210.18(i)(3).

### General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in?

PROGRAM	YES	NO	NOT ELIGIBLE
School Breakfast Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National School Lunch Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fresh Fruit and Vegetable Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afterschool Snack	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Milk Program	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2. Does the School Food Authority operate under any Special Provisions?

SPECIAL PROVISION	YES	NO	NOT ELIGIBLE
Community Eligibility Provision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Provision 2/3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Review Findings

3. Note Worthy Observations:

The staff at Westhope Public School are doing a phenomenal job! Saige is meticulous with her paperwork, everything is neat and organized making it easy to maintain the records. Vanessa and her staff do a wonderful job at providing a delightful variety of meals that are nutritious and appealing to all the students. The salad bar offers options for the students to take and enjoy. The students are greeted from the lunchroom staff at both breakfast and lunch. All the staff have a great rapport with the students. The lunchroom was a wonderful environment. Vanessa's records are neat and organized. Keep up the great job!

This institution is an equal opportunity provider.

4. Were any findings identified during the review of this School Food Authority? ☒ Yes ☐ No

### A. Program Access and Reimbursement

YES	NO	Area Of Review
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certification and Benefit Issuance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Verification
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meal Counting and Claiming

#### Finding(s) Details:

- 1) Two students (one family) that were identified as reduced were entered into the POS as free. One student that was identified as free was entered as reduced.
- 2) NA

### B. Meal Patterns and Nutritional Quality

YES	NO	Area of Review
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meal Components and Quantities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Offer versus Serve
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dietary Specifications and Nutrient Analysis

#### Finding(s) Details:

- 1) Students who do not have a reimbursable meal are sent back to get three components, is not accurate. Students (24) total for lunch (7) for breakfast did not have a reimbursable meal and were not sent back through the lunch to add food components for a reimbursable meal.
- 2) All components were available for students to take a reimbursable meal. This was for both breakfast and lunch. Students did not have a 1/2 cup serving of fruit or vegetable on their plates to have a reimbursable meal. Measurements should be used for all serving of prepared food and food being served.
- 3) In review of the October menu, grains served did not meet the WG requirement and legumes are missing two of the weeks for the October menu. November and December menus were also short legumes.

### C. School Nutrition Environment

YES	NO	Area Of Review
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Safety
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Local School Wellness Policy
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Competitive Foods
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other

#### Finding(s) Details:

- 1) The FSD maintains temp logs in a binder in her office. The temp logs last complete date was 11/5/19. The standard for temperatures is to be taken daily or at a minimum of every three days.
- 2) A copy of the HACCP manual was on location with the required information in the manual, The manual has not been reviewed prior to this date. The standard requiring hand sanitation and proper use of gloves is not currently being implemented. The correction was made immediately during the review.

### D. Civil Rights

#### Finding(s) Details:

- 1) NA
- 2) NA

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